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**MINUTES
COMMITTEE OF THE WHOLE MEETING
Monday, April 1, 2013**

Present:

Trustee Brandt	Trustee Feldman
Trustee Grujanac	Trustee McDonough
Trustee Saltiel	Trustee Servi
Mayor Blomberg	Village Clerk Mastandrea
Village Manager Burke	Police Chief Kinsey
Director of Public Works Hughes	Village Treasurer Curtis
Director of Community Development McNellis	Village Attorney Simon
Finance Director Peterson	Planner Zozulya
Assistant to the Director of Public Works Woodbury	

ROLL CALL

Mayor Blomberg called the meeting to order at 7:07 p.m. and Village Clerk Mastandrea called the Roll.

2.0 APPROVAL OF MINUTES

2.1 Acceptance of March 11, 2013 Committee of the Whole Meeting Minutes

The minutes of the March 11, 2013 Committee of the Whole Meeting were accepted as submitted.

3.0 ITEMS OF GENERAL BUSINESS

3.1 Planning, Zoning and Land Use

3.11 Presentation of Draft Update to Economic Development Strategic Plan

Planner Zozulya provided a presentation on the draft update to the Economic Development Strategic Plan including a summary of proposed goals and action steps. Planner Zozulya explained the process for updating the plan including hosting focus groups with various stakeholder groups last year. Planner Zozulya explained two main goals identified as a result of focus group sessions include supporting and maintaining relationships with existing businesses and attracting new businesses to the community. These two goals have been incorporated into a proposed Vision Statement for the draft plan. Planner Zozulya reviewed each of the eleven goals and forty-one action steps, as well as the proposed plan implementation matrix.

Trustee Saltiel asked how many people actually participated in the focus groups. Planner Zozulya said staff maintained a list of participants and it could be shared with the Board. Trustee Saltiel asked who would be the focus of the business newsletter mentioned as one of the goals. Planner Zozulya explained the first point of contact would be Human Resource departments for the businesses. Trustee Saltiel said it will be important to get certain key people in each business targeted to receive the newsletter who might benefit most from receiving the communication instead of the document sitting unread in Human Resources. Trustee Saltiel asked if the goal of the proposed business website would be consumer driven. Planner Zozulya said they would look into maximizing the use of the website to be consumer driven, interactive and also be an outreach tool for both business and residents.

Village Manager Burke thanked Planner Zozulya and staff for the presentation and the work completed in the development of the draft plan including coordinating the focus group meetings. Village Manager Burke noted unfortunately there was not a great turn out for the focus group meetings, and most of the work on the draft plan has been generated from staff's staff understanding of the business community's needs via business site visits and the economic development task force. Director of Community Development McNellis explained when the draft of goals are posted for all to review; a request would be made to the Chamber, Van Vlissingen and other core business representatives to get the word out and obtain further feedback. Trustee Grujanac asked if the draft plan could be provided in a downloadable document on the E-news and suggested putting this as an agenda item for the Lincolnshire Council of Presidents. Mayor Blomberg agreed with Trustee Grujanac regarding the Lincolnshire Council of Presidents.

Mayor Blomberg asked if staff was envisioning having an open house to engage businesses. Planner Zozulya confirmed this was the idea of the first goal. Trustee Saltiel suggested inviting Building Owners and Managers Association (BOMA) and the Institute of Real Estate Management (IREM) to a commercial broker/landlord meeting. Trustee Saltiel also suggested partnering with the Forest Preserve District to install appropriate signage on the bike paths directing bikers to businesses in the Lincolnshire area. Trustee Brandt expressed her opinion that Lincolnshire's problems are not unique, so the Village needs to be outgoing and follow up with this plan as soon as possible. Trustee Brandt said she believed the Board needed to be active as well as staff to bring businesses in and give them incentives to stay here. Trustees Brandt, Saltiel and Grujanac stressed the importance of attracting young professionals to the Village. Trustee Brandt requested staff continue meeting with the Village Green North ownership regarding center concerns. Trustee Feldman suggested looking into zoning for the commercial areas and exploring the potential for shared office space for a fitness facility or other amenities for some of the bigger office buildings. Trustee Feldman expressed her opinion she would like to encourage more "mom-and-pop" stores to locate in Lincolnshire.

It was the consensus of the Board to have staff move forward with the proposed Economic Development Strategic Plan and solicitation of public comments on the draft plan.

3.2 Finance and Administration

3.3 Public Works

3.31 Consideration and Discussion of an Ordinance Authorizing the Disposal of Village Property (Vehicles and Equipment) (Village of Lincolnshire)

Director of Public Works Hughes noted this is primarily a housekeeping item where state law requires an Ordinance to authorize the disposal of property. A list has been provided of equipment staff intends to take to auction via the internet. The Ordinance also allows the Village to dispose of items which have been determined to have no value.

Trustee Saltiel asked if the Village has ever utilized the internet before to sell equipment. Director of Public Works Hughes said this will be the first time for the Internet, but other Municipalities are going this route and staff would like to try it and noted minimum bids are being set for the larger items for the online auctions.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

3.32 Consideration and Discussion of Recommendation Regarding Purchase and Installation of new chassis for Public Works Vehicle #230 from Bob Ridings of Taylorville, Illinois, in the Amount Not to Exceed \$50,000.00 (Village of Lincolnshire)

Director of Public Works Hughes gave a summary of the installation and purchase of the new chassis to be used on the Environmental Services vehicle.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

3.33 Consideration and Discussion of Bids for Trailer Mounted High Pressure Sewer Cleaner with Television Inspection System (Village of Lincolnshire)

Director of Public Works Hughes informed the Board only one bid was received and staff has concerns with the bid. Staff is recommending rejecting the current bid and rebidding the equipment with different specification including additional alternates.

There was a consensus of the Board to approve the rejection of the bid

on the Consent Agenda at the next Regular Village Board Meeting.

3.4 Public Safety

3.41 Consideration and Discussion of an Agreement with Backup Communications Services, Inc. of Lake Villa, Illinois for the Provision of Contract Dispatch Services, as Needed, Until Shutdown of the Lincolnshire Telecommunications Center (Village of Lincolnshire)

Chief of Police Kinsey noted this request is to fill gaps in dispatch services as needed until the actual shutdown of the Telecommunications Center and transfer of 911 dispatch services to the Village of Vernon Hills.

Mayor Blomberg asked about the availability of backup service personnel as stated in the agreement. Chief of Police Kinsey said the Dispatchers are being provided to work on their days off, so there are no guarantees all of our gaps will be filled. Trustee Grujanac asked what the plan would be if they would not be able to fill the gaps. Chief of Police Kinsey said the Department may need to utilize the Community Service Officer or Police Officers that have been cross trained to serve in a dispatch function. Trustee Servi asked if this is the only company in the area who provided these services and Chief of Police Kinsey confirmed he was not aware of any other firm in the area providing such a service.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

3.5 Parks and Recreation

3.51 Consideration and Discussion of Olde Mill Park Playground Renovation Project (Village of Lincolnshire)

Director of Public Works Hughes noted the Park Board unanimously recommended approval of option one for the Olde Mill Park renovation project. The renovations will replace portions of the equipment as done at other parks.

Assistant to the Director of Public Works Woodbury provided details of the Olde Mill Park renovation project and the proposed changes to the playground equipment as recommended by the Park Board.

Trustee Brandt asked who would install the equipment. Assistant to the Director of Public Works Woodbury said Public Works personnel would install the equipment in August. Trustee Brandt asked if there was an option to have the seller install the equipment. Assistant to the Director of Public Works Woodbury said this was an option, but there would be an expense to this option. Trustee Grujanac asked if this was a project the Boy Scouts could help in completing. Assistant to the Director of Public

Works Woodbury noted he put this out on U-Give, through Stevenson High School, and has been in contact with two Boy Scout leaders for a possible community service project. A discussion on time frames of receiving the equipment and other projects during the summer months followed. Assistant to the Director of Public Works Woodbury stated he would obtain installation prices and additional scheduling information and bring this information back to the Board.

There was a consensus of the Board to place this item on the Regular Agenda for approval at the next Regular Village Board Meeting.

3.52 Consideration and Discussion of Park Board Recommendation Regarding Pursuing Village-Filled Vending Machines at North Park and Spring Lake Park (Village of Lincolnshire)

Assistant to the Director of Public Works Woodbury summarized the recommendation regarding vending machines at North Park and Spring Lake Park. The Village would purchase Coke products, Coke would supply and maintain two machines free of charge, and staff would hold the key and fill the machines.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

4.0 UNFINISHED BUSINESS

Director of Public Works Hughes said the Manager's Notes included prices to replace the Spring Lake Park Pavilion roof shingles to a faux slate, similar to what was installed at Eddie Merlot's last fall. The faux slate shingles would result in a price increase but would prolong the life of the roof. Staff is seeking direction from the Board regarding the proposed product.

It was the consensus of the Board to have staff move forward with the recommended product.

5.0 NEW BUSINESS

Trustee Brandt noted the tennis covers at Whytgate Park appeared to have detached. Director of Public Works Hughes would put in work orders to have staff reattached or replace the covers if needed.

6.0 EXECUTIVE SESSION

7.0 ADJOURNMENT

Trustee Saltiel moved and Trustee McDonough seconded the motion to adjourn. The voice vote was unanimous and the Mayor declared the meeting adjourned at 8:25 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Barbara Mastandrea
Village Clerk

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